



STEM: Show It In Portfolios

Training Starter Template

Objectives: All participants in the training will be able to:

- Explain portfolios and key elements
- Outline steps in a portfolio process
- Use tools and templates to support youth in creating a strong portfolio

Total amount of time: _____ **Number of participants:** _____

Preparation: _____ **Materials:** _____

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Training Opening

- Engage Participants _____ minutes
(Ice breaker/warm up activity related to the topic)

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Introduce the Topic _____ minutes
(Motivate participants, show them why the topic is important, share objectives & agenda)

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Training Middle _____ minutes

(Explain the topic in detail, demonstrate the concept and discuss it, and practice and apply the topic)

- Ask if participants ever created scrapbooks from a trip, or have files with old schoolwork collected over the years. In pairs, discuss the kinds of items collected, and what they showed.
- Explain that portfolios are collections of student work over time to show learning, activities or processes they completed, experiences, or project accomplishments. Ask participants to discuss benefits of portfolios for students; chart responses.



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- Explain that unlike a scrapbook, portfolios are deliberately planned, reviewed, and evaluated to look at learning or progress over time, effort, skill levels, or other defined purposes. Steps are: (1) Students identify their objectives – what they want the portfolio to show; (2) Material is put into the portfolio to show progress toward objectives; (3) Portfolio contents are reviewed; (4) Student and staff assess whether objectives were met
- Ask participants to brainstorm and list the purpose of a STEM portfolio in their program. What might be possible objectives? What would children and youth want to show or demonstrate?
- As a group, list the kind of contents the portfolio could contain.
- Distribute the Portfolio Planner and Review Checklist. Ask participants to fill it in as though they were a student in the program. Compare and discuss in small groups.
- Ask for strong examples to discuss in the full group.

Training Wrap Up and Closing

- Summarize, consolidate _____ minutes
(Connect back to the objectives, check for understanding, and discuss questions)

- Plan Next Steps _____ minutes
(Be specific about application to immediate practice.)

- Closing Comments _____ minutes
(Acknowledge, motivate and inspire)

Post-training assessment and revision

- Formal or informal assessment of effectiveness of training
- Note changes to make
- Note areas for additional training



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PORTFOLIO PLANNER and REVIEW CHECKLIST

PORTFOLIO FOLDER

Portfolios may be kept as folder or large enveloped marked with:

Name

Date started and completed

Project or purpose

CONTENTS

Portfolio content should demonstrate learning based on goals and objectives. Items to include may be selected by the students, or by student and staff together.

Items in a STEM portfolio might include:

- Activity log; number of activities completed
- Project write-ups or demonstrations
- Field trip descriptions
- Journals, reviews, reports
- Photographs, artwork, sketches
- Screen shots or print outs from computer-based work
- Learning contracts and evaluations
- Other _____



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PORTFOLIO PLANNER

PORTFOLIO PLAN

Name:

Date started:

Completion date:

TITLE:

Project, topic, subject or focus area:

1. What is the purpose of my portfolio?

I want to show that I.... :

- Learned
- Worked on
- Went to
- Did
- Tried
- Made

I hope people who look at my portfolio will:

2. What will I include?

Required items (list)

Target date

Other items

3. How will I evaluate my portfolio? How will my afterschool teacher evaluate it?



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PORTFOLIO SELECTION CHECKLIST

Before including a piece, ask:

- Does this fit with the purpose?
- Should it be attached to another piece (to show before/after, or draft/finished)?
- Does it demonstrate what it needs to?
- Do I already have something that shows this?
- What else should I look for?

WRAP UP and ASSESS

1. Before submitting the portfolio, check:

| | | |
|--|-----|----|
| Are all required materials there? | Yes | No |
| Do they show what they are supposed to show? | Yes | No |
| Are they presented neatly? | Yes | No |
| Can they be easily understood? | Yes | No |
| Do you want to add anything? What? | | |

2. Does your portfolio show you achieved the objectives or purpose? Yes No

3. How would you rate the contents of the portfolio?

- Excellent
- Very good
- Good
- Fair
- Weak

4. What are two important things you learned?



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PORTFOLIO REVIEW CHECKLIST

Review date: _____ Reviewed by: _____
 Portfolio owner: _____
 Portfolio subject area or focus: _____

Does the portfolio include required selections and materials?

Required item (list) Included Missing

- 1.
- 2.
- 3.
- 4.
- 5.

Were the objectives met?

| OBJECTIVE (learning, skill, product, experience, time, etc.) | OBJECTIVE MET? | DEMONSTRATED BY | NOT DEMONSTRATED, NEED TO SEE MORE |
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